King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.001, **Employee Code of Conduct**	Approved By:	Interim Director B. Bauer
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Supersedes All Previous Editions

Department Mission Statement

The Department of Adult and Juvenile Detention (DAJD) contributes to the public safety of the citizens of King County (County) and Washington State by operating safe, secure, and humane detention facilities and community corrections programs in an innovative and cost-effective manner.

Purpose

This policy establishes guidelines governing conduct of all employees working in any capacity in the Department of Adult and Juvenile Detention. The Code of Conduct supplements the Standard Operating Procedures and Post Orders. The Code of Conduct additionally supplements federal, state, and local laws. In case of conflict, the laws takes precedence. DAJD strictly adheres to and incorporates by reference herein all applicable PREA (Prison Rape Elimination Act) standards.

Policy

Employees shall conduct themselves in a manner that creates and maintains respect for the County and the department. They should understand the high standards of professionalism and integrity expected of them by the public, the department and the County. Actions which give the appearance of a conflict of interest, dishonesty, unlawful activity or permitting unlawful activity erodes public confidence in the employee and the department. Rules describing misconduct are illustrative and not exclusive, as it is impossible to anticipate every possible act of misconduct. Violations of this policy and mission statement are considered misconduct, subject to modification by a collective bargaining agreement.

References

State and federal laws
Local ordinances

King County Code
King County Policies
King County Personnel Guidelines
King County Code of Ethics
Department Policies
Standard Operating Procedures
Post orders
Department directives
Collective Bargaining Agreements
Training Bulletins
Prison Rape Elimination Act Standards

1.00.020
APPLICABILITY:
It is intended to include all persons who have access to entering the secure perimeter or their primary assigned work location is located within the secure perimeter of DAJD's facilities. While non-DAJD Employees will not be disciplined by DAJD, they may be disciplined by the appropriate authority, or their access to DAJD facilities may be suspended or revoked.

1.00.021
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:
Employees will not be discriminated against or harassed on the basis of race, color, age, sex, marital status, sexual orientation & gender identity, religion, ancestry, national origin, disability, and/or veteran status. The department and County will not tolerate retaliation. Such actions are misconduct and employees may be subject to discipline, up to and including termination. Employees who experience or witness such conduct are required to promptly report discrimination, harassment, or retaliation.

1.00.021B (Brady Issue)
COMMUNICATING INTOLERANCE:
Discrimination and harassment shall not be tolerated. "Harassment" is a form of discrimination and is unwelcome verbal or physical conduct relating to an individual on the basis of race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, veteran status, or disability. To constitute harassment, the conduct must be sufficiently severe or pervasive so as to alter the terms or conditions of employment. Such conduct can take many forms and may include slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, or other similar conduct. (Pursuant to King County Executive Policy PER 22-3-3 (AEP)

1.00.022
SEXUAL HARASSMENT

Employees shall not engage in sexual harassment.

"Sexual Harassment" is a type of harassment and is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive so as to alter the terms or conditions of employment. Sexual harassment may include sexual advances, requests for sexual favors, displays of sexually oriented materials, or other verbal or physical conduct of a sexual nature.

In addition, sexual harassment includes unwelcome conduct when submission to such conduct, either explicitly or implicitly, is used as a condition of an individual's employment; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual. (Pursuant to King County Executive Policy PER 22-3-3 (AEP)

1.00.023
WHISTLE-BLOWER:
Employees have a right to report, in good faith, information concerning improper governmental action, gross waste of government funds, and gross mismanagement. Employees, to include witnesses, who are cooperating in whistle-blower cases are afforded confidentiality in some instances and protection from retaliation. Employees shall not retaliate against another employee who in good faith submits a whistleblower complaint. The department director or designee shall determine which cases meet the definition (Pursuant to King County Code 3.42).

1.00.024B (Brady Issue)
CRIMINAL CONVICTION:
It is a violation of the DAJD Code of Conduct to be convicted of any violation of Federal, State, County, Municipal or local laws.

1.00.025
CONFORMANCE TO LAWS:
Criminal conduct is incompatible with public safety employment. Employees shall abide by federal and state laws, local ordinances, and the King County Code of Ethics at all times. Employees must adhere to department, Career Service Rules, and/or County Policies. Employees are required to report an investigation into any alleged violation of any criminal law, regulation or policy immediately.
Employees shall report their own arrest or receipt of criminal citation by any law enforcement agency to their chain of command within 24 hours of release or receipt of the citation. Any employee involved in a criminal matter shall notify their Division Director or Commander of any change in the disposition of their case in writing. Employees shall immediately report an order from any court prohibiting their legal possession of firearms.

Employees are also obligated to report traffic citations received while operating a County vehicle, or doing County business in their private vehicle, pursuant to King County Executive Policy FES-12-1-3-EP. Failure to report traffic citations received while operating a County vehicle, or while doing County business in a private vehicle, or failure to take financial responsibility for such traffic citations, and/or being cited while on or off-duty in a County vehicle, or while doing County business in a private vehicle, may lead to discipline, up to and including termination.

1.00.026
POLICY COMPLIANCE/ DUTY TO REPORT:
Employees must comply with all department and county wide policies.

Employees must report on-duty misconduct of others to the chain of command and document such misconduct as required by policy. (Pursuant to DAJD Policy 3.02.025, Duty to Warn).

1.00.027
PERFORMANCE:
Employees are expected to perform all duties in a professional and competent manner and to apply the necessary knowledge and skills associated with their duties.

1.00.028
RETALIATION:
Employees shall not retaliate against each other. "Retaliation" means to take adverse employment action (e.g., demotion, reassignment, disciplinary suspension, etc.) against an individual because he/she has exercised his/her rights protected under the law by complaining in good faith about discrimination, harassment, and/or retaliation, or assisted or participated in an investigation of such allegations. Additionally, employees shall not be subjected to adverse employment actions for exercising their rights to the grievance process.

1.00.030
ABUSE OF POSITION:
Employees shall not use their position, authority, department identification cards or badges for any reason not directly associated with the performance of official duties, nor shall they use them to coerce, intimidate or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties.

Unless specifically authorized as part of assigned duties, employees shall not make recommendations to any inmate, detainee, their family or friends, regarding an attorney, bail bondsman, individual or firm for services that may be required as the result of an action, incident, or condition with which the department is

concerned as an investigative or public service agency. This prohibition does not extend to recommendations made to family members of employees. Employees shall not state or imply, either orally or in writing, that the department or any representative endorses any commercial product or service.

Vendors or business representatives who request that the department evaluate a product or service shall be advised to forward an appropriate written communication to the department director for consideration.
Employees shall not allow the use of their name or photograph for any commercial advertising purpose connected with work without the permission of the department director.
Employees shall not use the department address for personal correspondence that includes, but is not limited to, items such as bills, magazines, licenses or registrations.

1.00.034
OBEDIENCE TO ORDERS:
Employees shall follow the lawful directives ordered by their supervisor. No supervisor shall knowingly issue any order which would cause undue harm to any person or is a violation of any law or ordinance.

1.00.035
INSUBORDINATION:
Employees shall obey any lawful order in a professional manner. Failure to follow the orders of a supervisor after being informed of the consequences and a date/time to comply will be considered insubordination.

1.00.040
CONFLICTING ORDERS:
Should any conflict arise with any previous order or with an order from another supervisor, the employee shall promptly and respectfully call attention to such conflict. If the supervisor does not change the order, the most recent order shall be immediately followed. The supervisor will assume responsibility for said order.

1.00.046B (Brady Issue)
FALSIFICATION OF RECORDS/STATEMENTS:
1.The falsification or alteration of any work-related records, the making or inducing others to partake in misleading entries or statements to include false allegations, or the willful and unauthorized destruction and/or mutilation of any department record, book, paper, document, or electronic record is prohibited. Involvement in an act of dishonesty will not be tolerated. Employees shall not fabricate, withhold, or destroy evidence of any kind in any criminal or administrative investigation.
2. Employees shall not make false statements to a supervisor.
3. Employees shall not make false statements during an IIU investigation.

1.00.047
CAUSING LOSS OR INJURY:
Causing loss or injury to the County or public includes loafing, non-performance of duties, and inattention to duty; endangering the safety of others or damage to or loss of property through carelessness or failure to follow instructions. This includes but is not limited to failure to observe precautions for personal safety, posted rules, signs, written or oral safety instructions, or failure to appropriately use County-issued protective clothing and equipment. (Pursuant to DAJD Policy 1.04.003, Emergency Relief from Duty).

1.00.048
MISUSE/MISAPPROPRIATION/THEFT:
Misuse, misappropriation, or theft of County property or the property of others will not be tolerated.

1.00.050
FITNESS FOR DUTY:
Employees are expected to maintain physical and psychological fitness sufficient to perform the essential functions of their jobs. If the department has reason to believe an employee may be psychologically and/or physically unfit to perform their duties, the department director may require the employee to undergo a physical and/or psychological examination to resolve any questions regarding fitness for duty.

Examinations ordered by the department shall be performed by department approved practitioners at the department's expense. Employees are required to promptly appear for the scheduled examinations, so as to not cause the County unnecessary expense. Employees are expected to cooperate fully with such evaluations. Action may be taken against an employee due to a failure of the employee to meet the requirements of the position. Such action may be either disciplinary or non-disciplinary in nature.

1.00.051
WORKPLACE VIOLENCE:
Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace is prohibited; all reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

In no case shall anyone who legitimately reports threats or acts of violence be retaliated against. Any acts of retaliation should be reported immediately. (Pursuant to King County Executive Policy- PER 18.7 (AEO) and PER 18.8 (AEP).

1.00.053
USE OF FORCE:
Excessive or unnecessary force shall not be permitted.

1. Brutality or corporal punishment shall not be permitted nor will force that is used beyond which is reasonably necessary to subdue resistive inmates, detainees or persons.
2. Use of force by an employee, or witnessed by an employee shall be immediately reported to a supervisor.
3. Any uniformed employee present and observing another employee using force that they believe is beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. Any employee who observes another employee use force that exceeds the degree of force permitted shall promptly report their observations to a supervisor. (Pursuant to DAJD Policy 4.03.014, Use of Force).

1.00.055
MANDATORY TRAINING AND/OR QUALIFICATION:
Employees are required to maintain required certification (e.g. first aid) and complete all required training. This requirement includes completion of online training.

1.00.060
IDENTIFICATION AS AN EMPLOYEE:
Acceptable identification is the department authorized badge or ID card as issued without any alteration. All employees not in uniform shall prominently display their authorized identification so it can be read by others while in designated perimeters.

Employees will not loan their department identification or their County ORCA card to any other person.

Employees shall provide their name, upon request, unless circumstances surrounding the request might tend to hinder, obstruct, or endanger the employee during the performance of their duties.

Unless approved by the department director or designee, employees shall not issue any device, credentials, or identification, to persons other than employees that grant a special access or privilege. This does not extend to Community Corrections Division caseworkers who must issue identification to clients as part of their assigned duties.

1.00.075
OFF DUTY INVOLVEMENT:

Employees are not required as a department employee to be involved in any law enforcement action while off duty.

1.00.105
CONDUCT UNBECOMING:

Employees should keep in mind that their conduct, both on and off duty, reflects upon the department. Conduct that may diminish the respect for the department, its employees, or mission is prohibited.

1. "Conduct Unbecoming" means behavior that generally tends to:
    a. Diminish respect for the department or its employees;
    b. Diminish confidence in the operation of the department;
    c. Adversely influence or impair the efficiency of a department employee;
    d. Adversely influence the morale or discipline of the department.
2. Conduct unbecoming includes, but is not limited to, the following examples:
    a. Criminal traffic violations.
    b. Disorderly conduct/fighting.
    c. Uncontrolled outburst or anger and frustrations or use of profanity while in the work place, on duty, and/or on official County business.
    d. Impairment through substance abuse or use of intoxicants that leads to undue negative attention to the department.
    e. Sleeping or giving the appearance of sleeping while on duty.
    f. Excessive or unnecessary use of force.
    g. Refusal to work mandatory overtime, unless federal, state or local laws restrict the application of mandatory overtime to a specific job classification, or pursuant to a collective bargaining agreement and/or past practice.
    h. Failure to maintain proper personal hygiene and grooming while in the workplace, on duty, and/or on official County business. Staff are to dress in accordance with applicable regulations.
    i. Attempting to induce an individual to commit a crime.

1.00.110
RIDICULE/ABUSE/DISRESPECT:

The department expects professional conduct from its employees. They shall not ridicule or make remarks that would tend to jeopardize working relationships with other public agencies, other employees, or the public.

Abusive conduct is conduct in the workplace that a reasonable person would find hostile, offensive, and unrelated to the department's legitimate interests. It includes but is not limited to the use of derogatory remarks, profanity, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance.

Employees shall always show respect and courtesy to fellow employees. When addressing each other, employees shall observe a respectful attitude, using his/her proper title (e.g. Sergeant, Mr., and Ms.), particularly in public and in the presence of inmates and detainees.

1.00.115
REQUIREMENT TO RESPOND:
Employees shall support their fellow employees in the performance of duty and respond expeditiously to emergency situations. Intentional non-response to emergency situations (e.g. cowardice) will not be tolerated.

1.00.120
ETHICS:
Employees shall not use their position to solicit or accept anything of value that would not be accorded to a private citizen or group unless sanctioned or allowed by the Department.

Employees shall not give or accept any gift or favor from an inmate, ex-inmate, detainee, ex-detainee or the family or friends of an inmate, ex-inmate, detainee, or ex-detainee.

Employees have an obligation to treat all individuals equitably and fairly. They may not grant any special consideration, treatment, or advantage beyond that which is available to every other citizen, and using their official position to obtain special favors for friends, relatives, business associates, or themselves is prohibited.

Accepting anything of value, either directly or indirectly, from any person, business, group, or organization that does business or seeks to do business with the County in an area in which an employee has responsibility, or when such acceptance could reasonably be considered to impair their professional and independent judgment, is prohibited.

The selling or trading of items or products by employees to other employees will only occur in common employee areas during authorized breaks or rest periods. Each facility has employee bulletin boards for the purpose of posting items for sale or trade.

1.00.127
ABANDON POST WITHOUT PROPER RELIEF:
Employees shall remain on duty at their assigned post until properly relieved from duty.

1.00.135
ABSENCE:

1. Employees shall not be absent from duty except for:
   a. Personal illness, injury, or disability.
   b. Family care or family sick leave as defined in a collective bargaining agreement, the King County Code, Personnel Guidelines, or any applicable state/federal laws.
   c. Administrative leave.
   d. Jury duty.
   e. Military leave.
   f. Scheduled furlough days.
   g. Holiday or vacation days.
   h. Compensatory days.
   i. Other approved absences (e.g. school volunteer, organ donor, bereavement, and approved no-pay, paid parental leave).
2. Employees shall provide medical verification at the request of the department in accordance with collective bargaining agreements, County policies, and any applicable state/federal laws.
3. All absences for any reason must be authorized by the department. All leave, other than sick/family sick leave, must be approved in advance, pursuant to past practice and applicable bargaining agreements, County policy and any applicable state/federal laws. The department may or may not authorize leave without pay for employees who do not have the appropriate leave time on their books. Unless the department has authorized unpaid leave for such individuals in advance, they are required to report to work.
4. Employees may not call in sick to engage in any profession, trade, or occupation for pay or as a volunteer unless approved by the Department in advance, including any type of military service or duty.
5. Employees who call in to use sick leave are required to follow the language of their Collective Bargaining Agreements.
6. Employees on administrative leave shall not engage in any department related activities unless ordered to do so and shall remain accessible by telephone and able to report to the department if so directed.
7. Employees on administrative leave are not required to be accessible on King County observed holidays.

1.00.136
DUTY HOURS/PUNCTUALITY/ATTENDANCE:

Employees shall work those hours or shifts designated by the director or designee.

1. No Show: Employees must receive authorization prior to an absence, unless their absence is sick leave, and leave approval is given over the telephone. An employee is "no show" if he or she does not notify the department prior to their absence. Notification by the employee to the Department of the

need for leave must be made consistent with the employee's collective bargaining agreement.

2. No Pay: Employees shall only take leave which they have accrued. An employee is "no pay" when they use more leave than they have accrued.
3. Tardy: Employees shall be punctual when reporting for duty at the time and place designated.
4. Late Call-in: Employees who call in to take leave, must do so in conformance to State and Federal laws, and generally at a minimum two hours before the beginning of their shift or within the time specified in their collective bargaining agreement.
5. Job Abandonment: Employees who are "no show, no call" for three (3) or more consecutive days. Employees who "no show, no call" may be subject to discipline, up to and including termination from employment.

1.00.145
INTOXICANTS/IMPAIRMENT/DRUGS:
Employees shall not report to work impaired, nor shall they consume any substance while on duty that causes impairment.

If a citizen complaint alleges that an on-duty employee is impaired, the employee taking the complaint shall immediately contact the accused employee's supervisor.

DRUGS:
The following activities are strictly prohibited:
The use, manufacture, possession, or transfer of controlled substances without proper medical authorization in any amount or in any manner on County premises or in County vehicles at any time, whether or not performing County business, except as required in the performance of normally assigned duties;

Operation of equipment or County vehicles when an employee's ability to do so has been impaired;

Any other unlawful use, possession, or trafficking of liquor or controlled substances in a manner that is detrimental to the County. (Pursuant to DAJD Policy 1.03.050 Drug Use, Employee Drug and Alcohol Assessment and King County Executive Policy- PER 15-1-2 AEP- Prohibited Drug Use and Alcohol Misuse Education and Testing Program Policy for Employees Occupying Non-Safety Sensitive Positions)

1.00.170
INCURRING FINANCIAL LIABILITY AGAINST THE COUNTY:
Employees shall not purchase anything chargeable against the department or King County except with the knowledge and consent of proper authority.

Uniform items will only be purchased and received for eligible employees of King County.

1.00.180
RECOMMENDATIONS TO OUTSIDE AGENCIES:

1. Unless assigned to the Internal or Criminal Investigations Units, employees shall not recommend directly to any court or to any other agency the disposition of any:
   a. Pending investigation;
   b. Employment applicant background investigation;
   c. Criminal case involving an inmate, detainee or County employee.
2. Employees wishing to make a recommendation may forward a recommendation in writing to the facility commander via the chain of command.
3. Employees authorized by the department director to conduct employment applicant background investigations shall forward the results of such investigations to the department's HR Section.
4. Nothing in this section applies to DAJD employees involved in pre/post trial services to the Municipal, District or Superior Courts during performance of their duties.

1.00.195
USE OF COUNTY INFORMATION ASSETS:

Employees shall comply with the DAJD "Acceptable Use of Mobile Phones" policy and the King County Acceptable Use of Information Assets Policy, as periodically amended and revised. (Pursuant to DAJD Policy 1.09.007, Electronic Communication Device, 1.09.010, Use of Social Media and King County Policy ITG-P-08-02-01)

Criminal justice information shall only be shared and/or accessed for official business, consistent with all applicable laws and policies.

1.00.197
SOCIAL MEDIA:

Employees shall comply with the DAJD "Use of Social Media" policy. Postings that violate the DAJD Code of Conduct made whether on duty or off duty, will be investigated and could lead to discipline. Employees shall not ridicule, harass, or diminish the respect of the department or its employees via social media. Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law.
(Pursuant to DAJD Policy1.09.010 Use of Social Media and 1.09.007, Electronic Communication Device).

1.00.214
PRISON RAPE ELIMINATION ACT (PREA):

1. Staff sexual abuse towards an inmate, detainee, or resident is forbidden. Any sexual contact between a staff member, contractor, or volunteer and an inmate, detainee, or resident shall not be allowed.
2. Staff sexual harassment towards an inmate, detainee, or resident is forbidden. Staff sexual harassment is defined as repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
3. When completed, all PREA investigations/allegations shall be classified into one of the following categories:

A. UNFOUNDED
An allegation that was investigated and determined not to have occurred.
B. UNSUBSTANTIATED
An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether the event occurred.
C. SUBSTANTIATED
An allegation that was investigated and determined to have occurred.

(Pursuant to DAJD Policy 6.04.001, PREA (Prison Rape Elimination Act)

1.00.215
INMATE/ DETAINEE CONTACT:

Any employee who has a relationship with an inmate, ex-inmate, detainee, or ex-detainee reaching the threshold of any of these provisions shall promptly report it to their supervisor.

Employees must avoid non-family associations, both on and off duty, with persons which might reasonably be expected to compromise the integrity or credibility of themselves or of the department.

Employees shall not engage in relationships with individuals which are a result of contact while the person was in custody.

Employees will not knowingly create a conflict of interest between the employee's professional responsibility and a personal relationship with a current inmate or detainee. Employees shall avoid having knowing non-family association with convicted felons, ex-inmates, ex-detainees, their family or friends. Employees shall inform DAJD of any such association that unavoidably arises out of an employee's

outside employment or volunteer work and DAJD shall determine the appropriateness of that association on a case by case basis.

Employees shall not show partiality toward or against, become emotionally, physically or financially involved with inmates and detainees or the families and friends of inmates and detainees; nor shall they correspond with inmates and detainees through use of the internal or public mail systems by telephone or electronically.

Employees shall not offer or give to an inmate, detainee, or any member of an inmate's or detainee's family or friends or to any person known to be associated with an inmate or detainee, any article, favor or service, which is not authorized in the performance of the employee's duties.

Employees who are contacted outside of work by an inmate, detainee or on behalf of an inmate or detainee are required to notify their supervisor.

Employees are not prohibited from corresponding through the U.S. mail, or visiting in accordance with visiting procedures, with a member of their immediate family who is in custody. They are also not prohibited from participating in a group activity in which former inmates or detainees or their families may also participate, such as church, school or athletic events.

Employees shall notify their supervisor in writing of any non-duty related contact with an inmate, ex-inmate, detainee, ex-detainee, their family or friends.

Employees shall not show favoritism or give unauthorized preferential treatment to one inmate or detainee, or group of inmates and detainees, over another.

Employees shall request clarification from their supervisor whether specific issues of contact are appropriate.
(Pursuant to DAJD Policy 1.03.033, Anti Fraternization)

1.00.218
DETAINEE CONTACT – JUVENILE DIVISION:

1. Types of contact not permitted by employees with detainees/former detainees include, but are not limited to the following:
   a. Sexual relationships.
   b. Providing shelter.
   c. Hiring for personal services.
   d. Serving as an agent or in any way providing assistance to a youth in a manner unknown to the parent or guardian.
2. Types of contact permitted by employees with detainees/former detainees include the following:

a. Referring a youth for assistance in employment, education, or a resource of information for similar services;
b. Serving as reference for job-related inquiries.
c. Casual, unplanned contacts, such as encounters in public places, social/civil, or sporting events.
d. Coaching, teaching, or otherwise directing a group in which the youth is a member.

3. No employee of the department shall offer to become, for any reason, a placement resource for the temporary custody of any detainee.

(Pursuant to Juvenile Division Policy- 10.23, PREA (Prison Rape Elimination Act)

1.00.220
BREACH OF FACILITY SECURITY:

Employee actions or inactions which contribute to a breach of security may lead to administrative or disciplinary action. Employees shall not cause or create any breach of facility security which would endanger the integrity of the building, its employees, or the inmate and detainee population. This includes introducing, receiving, or facilitating receipt of contraband as well as conducting all security checks and ensuring that all doors are secure. Employees have the duty to report breaches or suspected breaches in facility security to their supervisor immediately and follow up with written documentation.

1.00.225
SEARCH OR INSPECTION OF COUNTY PROPERTY AND PERSONS:

County property, such as but not limited to desks, lockers, IT assets, County vehicles and all building areas under the control of the department are subject to lawful search or inspection by authorized DAJD employees. Employee's refusal to comply with Department requested search of person or property is grounds for disciplinary action.

1.00.227
EMERGENCY RELIEF OF DUTY:

Any supervisor may relieve an employee from duty in an emergency when it appears that such action is in the best interest of the department. (Pursuant to DAJD Policy 1.04.003, Emergency Relief of Duty). Conditions for emergency relief from duty may include but are not limited to:

a. Commission of a crime
b. Appears to be under the influence of either alcohol or drugs; or having alcohol on breath (King County Policy PER 15-1-2 [AEP])
c. Insubordination
d. Mental Instability

1.01.000

INVESTIGATION OF PERSONNEL MISCONDUCT/ REQUIREMENT TO COOPERATE:

All employees shall fully cooperate in department investigations. Employees shall respond to all Notices of Investigation (NOI) immediately and comply with all directives therein. Employees are obligated to maintain truthfulness during department investigations. If an employee represented by a union has a reasonable belief that they may be the subject of possible disciplinary action, they are entitled to be accompanied by a union/guild representative during any investigatory interviews.

Each alleged code of conduct citation in all completed administrative investigations shall be classified into one of the following categories (non-PREA):

1. UNFOUNDED
   The allegation is false or not factual.
2. EXONERATED
   The incident investigated substantially occurred, but was lawful and proper.
3. NON-SUSTAINED
   There is insufficient factual evidence either to prove or disprove the allegation.
4. SUSTAINED
   The allegation is supported by sufficient factual evidence.
5. UNDETERMINED
   a. The complainant withdraws the complaint.
   b. The complainant cannot be located.
   c. The complainant is uncooperative
   d. The accused employee separates from the department before the conclusion of the investigation.
   e. The accused employee cannot be identified.

1.01.002
DISCIPLINE AUTHORITY CODE OF CONDUCT SECTION:

Departmental disciplinary actions shall be approved by the department director or designee.

1.01.003
DISCIPLINARY ACTION CODE OF CONDUCT SECTION:

Disciplinary actions should be corrective and not punitive in nature, with the concept of progressive discipline applied when appropriate. The disciplinary action to be taken for any violation of the Code of Conduct shall be commensurate to the seriousness of the violation and will take into account the employee's previous disciplinary record.

2. Disciplinary actions include but are not limited to:
   a. Written Reprimand
   b. Suspension

c. Demotion
d. Termination

3. Verbal Counseling, Letters of Expectation, and Letters of Corrective Counseling are not considered discipline.

4. Training and Professional Counseling are considered corrective in nature and may be recommended either separately or in conjunction with the above disciplinary actions.

1.01.005
ANNUAL ONLINE CODE OF CONDUCT REVIEW AND ACCEPTANCE:

Employees shall review the Code of Conduct annually and complete the online training. Employees shall submit a signed and dated Employee Code of Conduct Receipt of Acceptance as directed.

King County Department of Adult and Juvenile Detention

Employee Code of Conduct

Receipt of Acceptance

I acknowledge, accept and have had a reasonable opportunity to review and seek clarification from my supervisor on the terms and conditions of the Employee Code of Conduct.

Name (Print Legibly or Type Only)	Signature	Date
_____	_____	_____
_____	_____	_____
Printed Name of Supervisor	Supervisor's Signature	Date